



REQUEST FOR PROPOSALS

Tree Master Plan

DEADLINE:

August 1, 2016 – 3:00pm

SUBMIT PROPOSALS TO:

**City of Greenbelt
Finance Department
25 Crescent Road
Greenbelt, MD 20770**

Overview

The City of Greenbelt, MD (City) is a leader in environmental stewardship. Founded in 1937 as one of America's first planned communities and "Garden Towns," the layout of the City was designed for sustainability and community interaction. Over the years, Greenbelt citizens have remained active in local greening efforts, and as a result, the City has retained its natural charm.

The City is proud to have been designated as a Tree City USA community for the past 10 years. To qualify for Tree City USA, the City established the Advisory Committee on Trees (ACT), a tree care ordinance, a community forestry program, and an Arbor Day celebration. The City's current tree canopy is 62%, which is one of the highest in the Maryland National Capital Region.

Current City operations focus on maintaining and improving the tree canopy. In 2013, the City's Public Works Department (PW) produced a *Street Tree Inventory* which mapped and collected data on the City's right-of-way trees using GIS software. That same year, the Maryland Department of Natural Resources (DNR) developed a *Forest Stewardship Plan* (FSP) focusing on the health and maintenance needs of designated parcels of forested land within the City. The Advisory Committee on Trees (ACT) has also produced a *Recommended Trees for Use Under Power Lines*, all of which are taken into consideration when managing City trees.

The City is currently soliciting proposals from firms experienced in tree master plan development and/or urban tree care to holistically review current practices and tree inventory, develop a recommended program, and present their findings to the City in an all-encompassing draft Tree Master Plan (Plan).

Scope of Work

The purpose of this Request for Proposal (RFP) is to solicit proposals from various candidate firms, conduct a fair and extensive evaluation based on criteria listed herein, and select a firm that will best coordinate with City Staff and an engaged citizenry. Preference will be given to firms who have successfully created and implemented community-wide Tree Master Plans.

The development of a Tree Master Plan is essential to managing our community trees. A

management plan should establish a clear set of priorities and objectives, while recognizing the collective ecological, environmental, economic, cultural and social contributions of the City's trees. The Tree Master Plan will be a guide to aid in the management, maintenance and future planting of trees throughout the City by providing a sustainable and strategic framework. It will contribute to the public and private urban forest, for the benefit of all, through appropriate tree planning, maintenance and reinforcement of the City's ongoing commitment to the protection and planting of trees.

Specific tasks that will be required for this project include, but are not limited to:

1. Thorough review of existing *Street Tree Inventory, Forest Stewardship Plan, Forest Preserve Assessment Report, Recommended Trees for Use Under Power Lines, Municipal Codes, tree ordinances, community forestry practices, and ACT recommendations.*
2. Meet with City Staff engaged in tree care to discuss current practices and tree maintenance issues. Catalog and identify recurrent issues, while also noting points of contention between Staff, ACT, and the public.
3. Conduct a sufficient number of public meetings and outreach to engage, educate, receive input and integrate public comments.
4. Develop recommended tree palette and planting plan.
5. Develop recommended pruning interval matrix by species and associated costs.
6. Create a recommended tree preservation standard for trees that may have a high valuation but are problematic due to disease or structural defect.
7. Provide recommendations for the removal and replanting of trees with structural or health issues.
8. Explore current City policy and practice while recommending modifications if needed.
9. Develop standardized removal criteria which include investigating hardscape, utility and view considerations.
10. Develop and/or recommend a tree valuation standard.
11. Develop a proposed budget to fund the recommended Plan.
12. Identify and recommend coordination techniques for line clearing and other overhead utility conflicts with outside utility companies.
13. Analyze and estimate carbon sequestering potential of the Urban Tree Canopy.
14. Measure tree canopy and identify prominent gaps in coverage.
15. Develop recommendations for tree software needs and online management tools.
16. Any other procedures that may be needed to develop a comprehensive Tree Master Plan.

Deliverables

The final deliverable will consist of an executive summary, a PowerPoint presentation, and a draft comprehensive Tree Master Plan. The general report shall include recommendations, potential funding strategies and revenue streams, estimated costs to fund the proposed plan, staffing recommendations, a planting plan, a tree palette, and recommended Municipal Code additions and/or modifications. Additional inclusions shall address standardized guidelines for planting, pruning, removing, addressing hardscape and utility conflicts, and amelioration techniques. Adjustments for anticipated climate changes throughout the region should also be included.

Proposal Requirements and Examination of Work

The contractor is required to thoroughly examine the RFP requirements and the work contemplated, and it will be assumed that the contractor has investigated and is satisfied as to the requirements. It is mutually agreed that submission of a response shall be considered *prima facie*

evidence that the contractor has made such examination.

Before submitting a response to this RFP, the contractor shall examine the scope of work and visit the site of the work to become familiar with the working conditions and the exact nature and extent of the work taking into account any special or unusual features peculiar to this project. By submitting a proposal in response to this RFP, the contractor, if selected for award, shall be deemed to have accepted the terms of this RFP.

There will be a mandatory pre-proposal meeting on July 8, 2016 at 9am at the Department of Public Works, 555 Crescent Road, Greenbelt, MD 20770 to discuss the Request For Proposal, including viewing existing conditions, examination of scope of work and to answer questions. Proposals received from Contractors who do not attend this meeting will not be considered.

Selection of Contractor

The City will review all proposals submitted and if deemed to be in the best interest of the City of Greenbelt, a Contractor will be chosen. The City shall be free to accept any proposal it deems appropriate in its sole discretion. The City will determine final scope and project components, based on funding availability.

The Contractor selected may be required to submit a Certificate of Insurance naming the City of Greenbelt as an additional insured, which will be reviewed by the City Manager's Office.

A contract will then be negotiated between the Contractor and the City of Greenbelt, with each agreeing to the terms of the contract and affixing authorized signatures. The contractor will be required to complete all forms required by the City, State and Federal governments.

The Contractor shall render their invoice on a monthly basis for the services provided during the preceding month. The invoice shall not exceed the agreed upon contract.

Contact Information

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